



# Before You Get Started

Six things Contractors Must NOT Do!

June 2006

1. Start work without a contract;
2. Accept work outside the bounds of your contract without authorization from either the Agency Chief Contracting Officer or the Agency Director;
3. Negotiate any agreement with anyone other than the Agency Chief Contracting Officer or the Agency Director;
4. Send invoices to any department within CFSA other than Fiscal Operations;
5. Send invoices more than 60 days after the end of the contract; and
6. Start providing direct services to children if you or direct service staff members have not yet received the requisite law enforcement clearances.

